

IAC 11—100.4(8A) Use and scheduling of capitol complex facilities.

100.4(1) Scheduling conference rooms. Conference rooms, auditoriums and common areas within the capitol complex are for use by state agencies, boards and commissions for authorized purposes only. Arrangements may be made by contacting the agency responsible for scheduling the facility. The department of administrative services is responsible for scheduling all common areas not under control of other agencies. Questions about usage shall be resolved by the director of the responsible agency. General questions about scheduling may be directed to the department's customer service center at (515)242-5120.

When using a Capitol Complex Conference Room, please do not use tape on any surface of the room and restore the room to the conditions it was upon arrival. Thank you for your cooperation.

Capitol Complex Conference Rooms

BUILDING	CONFERENCE ROOM	CAPACITY	CONF RM. PHONE #	CONF. PHONE	Wi-Fi	WHITE BOARD	SCREEN	PROJECTOR	TV	HTML Cables	LAPTOP	FOOD/ DRINK ALLOWED	AGENCY	CONTACT	CONTACT PHONE #	NOTES
CAPITOL	Ground Fl. Rm. G15	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	Ground Fl. Rm. G19	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 116	75	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/Senate	Senate	281-5307	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 103	90	phone jack available	No	Yes	No	No	No	No	No	No	No	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 102	70	phone jack available	No	Yes	No	No	No	No	No	No	No	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 222	75	phone jack available	No	Yes	No	No	No	No	No	No	No	LEG/Senate	Senate	281-5307	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 224	30	phone jack available	No	Yes	No	No	No	No	No	No	No	LEG/Senate	Senate	281-5307	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 304	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 305	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
GRIMES	Basement Rm. 50	30	725-2858	Yes	Yes	No	No	No	No	No	No	Yes	ED	ed.conf.room@iowa.gov		If hardwired needed, please contact Helpdesk (1-3977) 24 hours in advance of meeting
GRIMES	Basement Rm. 100	75	725-2859	Yes	Yes	No	No	No	No	No	No	Yes	ED	ed.conf.room@iowa.gov		If hardwired needed, please contact Helpdesk (1-3977) 24 hours in advance of meeting
GRIMES	1st Fl. NE Corner	25 14 @ table	725-4660	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	ICN	Lori Larsen	725-4713	30 day advance reservation required White boards are under screens.
GRIMES	2nd Fl. State Board Rm.	36 16 @ table	281-7582	Yes	Yes	No	No	No	No	No	No	Yes	ED	ed.conf.room@iowa.gov		Multipoint - not available- use Codian
HOOVER	A-Level Rm. 15	22	725-4092	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	OCIO	David Arentson OCIO Receptionist	725-4088 281-5503	Available to state agencies for training or meeting purposes, but ONLY on a fee basis. Minimum half day (8:00-12:00 or 12:30-4:30); half day fee is \$156.91. Room is set up with workstations, presentation technology, voice amplification, and Internet Access.
HOOVER	A-Level Rm. 16	20	725-4094	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	OCIO	David Arentson OCIO Receptionist	725-4088 281-5503	Available to state agencies for training or meeting purposes, but ONLY on a fee basis. Minimum half day (8:00-12:00 or 12:30-4:30); half day fee is \$156.91. Room is set up with workstations, presentation technology, voice amplification, and Internet Access.
HOOVER	A-Level Rm. 17	24	725-4093	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	OCIO	David Arentson OCIO Receptionist	725-4088 281-5503	Available to state agencies for training or meeting purposes, but ONLY on a fee basis. Minimum half day (8:00-12:00 or 12:30-4:30); half day fee is \$156.91. Room is set up with workstations, presentation technology, voice amplification, and Internet Access.
HOOVER	A-Level Rm. 1	8	281-6214	Yes	No	No	No	Yes	Yes	Yes	No	Yes	DAS	Susan Churchill Sarah Morgan	281-3351 281-5889	DAS internal meetings Wi-Fi available upon request at time of reservation
HOOVER	A-Level Rm.4	10	281-3697	Yes	No	No	No	Yes	Yes	Yes	No	Yes	DAS	Sarah Morgan Susan Churchill	281-5889 281-3351	DAS internal meetings Wi-Fi available upon request at time of reservation
HOOVER	A-Level Rm. 5	50	725-0301	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DAS	Cindy Broshous Kim Hanson Susan Churchill	281-5456 515-501-9542 281-3351	Wi-Fi and Conf. Phone available upon request at time of reservation. TV is not a flat screen and on a rolling cart. Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room
HOOVER	A-Level Rm. 6	50	725-7970	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DAS	Cindy Broshous Kim Hanson Susan Churchill	281-5456 515-501-9542 281-3351	Wi-Fi and Conf. Phone available upon request at time of reservation. TV is not a flat screen and on a rolling cart. Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room

HOOVER	A-Level Rm. 7	25-30 16 @ table	281-0970	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Revenue	Hollie Welch	281-3204	Conf. Phone with DAS HRE Reception. Projector remote and HDMI cable checked out from Revenue 4th Floor Front Desk. Wi-Fi: Password should be obtained from Revenue prior to meeting. Hard wired internet connection: OCIO service ticket required 24 hours in advance of use and must bring own cable.
HOOVER	A-Level Rm. 8	16	281-0985	Yes	No	Yes	No	No	No	No	No	Yes	DAS	Sarah Morgan Susan Churchill	281-5889 281-3351	Wi-Fi and Conf. Phone available upon request at time of reservation No long distance phone call capabilities.
HOOVER	A-Level Procurement	15	725-0444	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	DAS	Denise Ramsey	281-4774	
HOOVER	1st Fl. North DDM	8											DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	1st Fl. 1NW Network Training	27											DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	1st Fl. 1SE DDA												DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	1st Fl. 1 SE Side 1	15	281-0263										DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	1st Fl. 1 SE Side 2	15	281-6375										DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	1st Fl. 1 SW Side 1	10											DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	1st Fl. 1 SW Side 2	10	281-6095										DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	2nd Fl. – O'Connor Rm.	20	281-4767	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	AG	Shelley DeForest	281-6362	7 day advance reservation required
HOOVER	5th Fl. 5 NE Side 1	15	281-6717										DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	5th Fl. 5 NE Side 2	15	281-3261										DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
HOOVER	5th Fl. 5 SW	15	281-8112										DHS	Savy Chhith	281-4190	Contact Savy Chhith for room information
LUCAS	2nd Fl. Conf. Rm. 208	10	281-4563	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	DHR	Linda Scott	281-3164	
LUCAS	2nd Fl. Conf. Rm. 201	25	725-2058	No	No	Yes	Yes	No	No	No	No	Yes	AUD	Dana Davis	281-5834	Room is locked. Access key is held at the reception desk
LUCAS	2nd Fl. Conf. Rm. 204	10	004-5463	No	No	Yes	Yes	No	No	No	No	Yes	AUD	Dana Davis	281-5834	Room is locked. Access key is held at the reception desk
LUCAS	3rd Fl. Conf. Rm. 311	12	281-6347	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	DIA	Sue Bradley	281-7102	Can only be reserved one month ahead for non DIA departments
LUCAS	3rd Fl. Conf. Rm. 319	25	281-4666	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	DIA	Sue Bradley	281-7102	Rms.. 319 & 320 can be opened for one large room Can only be reserved one month ahead for non DIA departments
LUCAS	3rd Fl. Conf. Rm. 320	20	281-3308	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	DIA	Sue Bradley	281-7102	Rms.. 319 & 320 can be opened for one large room Can only be reserved one month ahead for non DIA departments
LUCAS	4th Fl. Rm. 415	25	281-5254	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	DPH	Receptionist or Jennifer Caskey	281-7689	Wi-Fi is password protected and must be requested 24 in advance
LUCAS	4th Fl. Rm. 418	20	281-0100	No	No	No	No	No	No	No	No	No	DIA	Sue Bradley	281-7102	Can only be reserved one month ahead for non DIA departments
LUCAS	4th Fl. Rm. 422	12	281-5156	No	No	No	No	No	No	No	No	No	DIA	Sue Bradley	281-7102	Can only be reserved one month ahead for non DIA departments
LUCAS	4th Fl. Rm. 424	20	281-5587	Yes	No	Yes	No	No	No	No	No	Yes	SPD	State Public Defender Office	242-6158	Reservations are subject to cancelation pending SPD need for the room.

LUCAS	5th Fl. Rm. 513	10		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	DPH	Receptionist or Jennifer Caskey	281-7689	Wi-Fi is password protected and must be requested 24 hours in advance
LUCAS	5th Fl. Rm. 517	20	242-5010	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	DPH	Receptionist or Jennifer Caskey	281-7689	Wi-Fi is password protected and must be requested 24 hours in advance
LUCAS	5th Fl. Rm. 518	20	281-7729	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	DPH	Receptionist or Jennifer Caskey	281-7689	Wi-Fi is password protected and must be requested 24 hours in advance
LUCAS	5th Fl. Rm. 523	12	281-7200	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	DPH	Receptionist or Jennifer Caskey	281-7689	Wi-Fi is password protected and must be requested 24 hours in advance
LUCAS	5th Fl. Rm. 524	6	281-7181	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	DPH	Receptionist or Jennifer Caskey	281-7689	Wi-Fi is password protected and must be requested 24 hours in advance
LUCAS	Cafeteria															The Lucas Cafeteria is designated as a break area for the building occupants. The meeting rooms in the area are not managed by a state agency and not on the Global Address Book for reservation. Agencies desiring to use the space are responsible to post a note in the meeting room area for public notice of usage
HISTORICAL	Auditorium	245	N/A	No	No	No	Yes	Yes	No	Yes	Yes	No	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees
HISTORICAL	Rm. 3W-A	20	N/A	Yes	Yes	Yes	Yes	No	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Rms. 3 W-A and 3W-B can be opened for one large
HISTORICAL	Rm. 3W-B	40	N/A	Yes	Yes	Yes	Yes	No	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone can be requested with room reservation
HISTORICAL	Heritage A	15	N/A	Yes	Yes	Yes	Yes	No	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
HISTORICAL	Heritage B	35	N/A	No	Yes	Yes	Yes	No	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
HISTORICAL	Tone Boardroom	12	N/A	Yes	Yes	No	Yes	No	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
HISTORICAL	Executive Conf. Rm.	15	N/A	Yes	Yes	Yes	Yes	No	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
WALLACE	Auditorium	283	N/A	No	No	No	Yes	No	No	No	No	No	DAS	Suzy Trotter	281-7259	Reservations requests are submitted via online form - Wallace Auditorium
WALLACE	Atrium Area	--	N/A	No	No	No	No	No	No	No	No	No	DAS	Suzy Trotter	281-7259	Reservations requests are submitted via online form - Wallace Auditorium
WALLACE	1st Fl. East	15	N/A	No	No	No	Yes	Yes	No	No	No	Yes	IDALS	Rachel Leibold Becky Lorenz Margaret Thomson	281-5321	Rms. 1 West & 1 East can be opened for one large room 30 day advance reservation required
WALLACE	1st Fl. West	15	N/A	No	No	No	Yes	Yes	No	No	No	Yes	IDALS	Rachel Leibold Becky Lorenz Margaret Thomson	281-5321	Rms. West & East can be opened for one large room 30 day advance reservation required
WALLACE	2nd Fl.	30	N/A	No	No	No	Yes	Yes	No	No	No	Yes	IDALS	Rachel Leibold Becky Lorenz Margaret Thomson	281-5321	30 day advance reservation required
WALLACE	4th Fl. East	25											DNR	Karen Fynaardt	725-8283	Contact Karen Fynaardt for room information. Rms. West & East can be opened for one large room
WALLACE	4th Fl. West	25											DNR	Karen Fynaardt	725-8283	Contact Karen Fynaardt for room information. Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. East	25											DNR	Karen Fynaardt	725-8283	Contact Karen Fynaardt for room information. Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. West	25											DNR	Karen Fynaardt	281-8650	Contact Karen Fynaardt for room information. Rms. 5 West & 5 East can be opened for one large room
OLA BABCOCK MILLER	3rd Fl., 310 W	30-50	N/A	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Library	Toni Blair	281-8958	ICN Class Room Reservations under 10 people will be denied
OLA BABCOCK MILLER	3rd Fl. Rm. 300	30											Legis.	Tracy Parker	281-6766	Contact Tracy Parker for room information

JESSIE PARKER	Benshoof	10	281-4786	No	No	Yes	No	No	No	No	No	Yes	IVRS	Carol Stewart	281-4318	Food is allowed in all rooms. Be sure to clean up afterwards. If catering, please notify carol.stewart@iowa.gov at least one day before arriving
JESSIE PARKER	Saxton	10	281-3042	No	No	Yes	No	No	No	No	No	Yes	IVRS	Carol Stewart	281-4318	Food is allowed in all rooms. Be sure to clean up afterwards. If catering, please notify carol.stewart@iowa.gov at least one day before arriving
JESSIE PARKER	Starkweather	18	281-7983	Yes	Yes	Yes	No	No	No	No	No	Yes	IVRS	Carol Stewart	281-4318	Food is allowed in all rooms. Be sure to clean up afterwards. If catering, please notify carol.stewart@iowa.gov at least one day before arriving
JESSIE PARKER	Grant	100 18 @ table	N/A	No	No	Yes	No	No	No	No	No	Yes	IVRS	Carol Stewart	281-4318	Food is allowed in all rooms. Be sure to clean up afterwards. If catering, please notify carol.stewart@iowa.gov at least one day before arriving. Room set up when needed is the responsibility of the person(s) reserving the room. The Grant room has a podium.
JESSIE PARKER	1st Fl. North West Rm.	25	725-5797	Yes	Yes	Yes	Yes	Yes	No		No	Yes	Corrections	Abby Williams	725-5701	e-mail request to abigail.williams@iowa.gov Room may be reserved no more than 30 days in advance Bring markers for white board
JESSIE PARKER	PERB	10	281-4133	No	Yes	No	No	No	No	No	No	Yes	PERB	Leisa Luttrell	281-4414	e-mail request to leisa.luttrell@iowa.gov Wi-Fi password requires PERB permission No long distance calls.
IOWA WORKFORCE DEVELOPMENT	1st Fl. - Capitol View	30	281-6339	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	IWD	Melana Hammond Diana Sisler	281-3420 281-5365	Advanced reservation required - subject to Agency needs and cancellation Wi-Fi requires IWD approval upon request at time of reservation
IOWA WORKFORCE DEVELOPMENT	1st Fl. - State Board Rm. 135	30	281-7763	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	IWD	Melana Hammond Diana Sisler	281-3420 281-5365	Advanced reservation required - subject to Agency needs and cancellation Wi-Fi requires IWD approval upon request at time of reservation
JUDICIAL	Rm. 116	14	phone jack available	No	Yes	No	Yes	Yes	No	No	No	Yes	JB	Tina Schweitzer	281-5241	e-mail request to Tina.Schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Polycom phone available upon request at time of reservation. No long distance calls
JUDICIAL	Rm. 165	25	phone jack available	No	Yes	No	Yes	Yes	No	No	No	Yes	JB	Tina Schweitzer	281-5241	e-mail request to Tina.Schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Polycom phone available upon request at time of reservation. No long distance calls
JUDICIAL	Auditorium	49	phone jack available	No	Yes	No	Yes	Yes	No	No	No	Yes	JB	Tina Schweitzer	281-5241	e-mail request to Tina.Schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Polycom phone available upon request at time of reservation. No long distance calls
ANKENY LABS	Rm. 207	30	725-1634	No	Yes	Yes	Yes	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
ANKENY LABS	Rm. 208	30	no phone	No	Yes	Yes	Yes	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
ANKENY LABS	Rm. 209	30	no phone	No	Yes	Yes	Yes	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
ANKENY LABS	Training Lab	20	no phone	No	Yes	Yes	No	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	e-mail request to wheeler@dps.state.ia.us
ORAN PAPE	1st Fl. Rm. 125 Public Conf. Rm.	30	725-6897	Yes	Yes	Yes	No	No	No	No	No	Yes	DPS	Doug Liebrt	725-6000	e-mail request to liebert@dps.state.ia.us
IUB/OCA	Rm. 1	20	upon request	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	IUB	Lynn Zook-Slagg	725-7334	e-mail request to lynn.zook-slagg@iub.iowa.gov Room guidelines will be provided prior to use Rms.1 & 2 can be opened for one large room Reservation subject to cancelation when occupants of the building require the room
IUB/OCA	Rm. 2	20	upon request	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	IUB	Lynn Zook-Slagg	725-7334	e-mail request to lynn.zook-slagg@iub.iowa.gov Room guidelines will be provided prior to use Rms.1 & 2 can be opened for one large room Reservation subject to cancelation when occupants of the building require the room

Revised 4/19/2018
Send updates to
suzy.trotter@iowa.gov